

BSB60420 Advanced Diploma of Leadership and Management



Program Overview

 **the**partnerships

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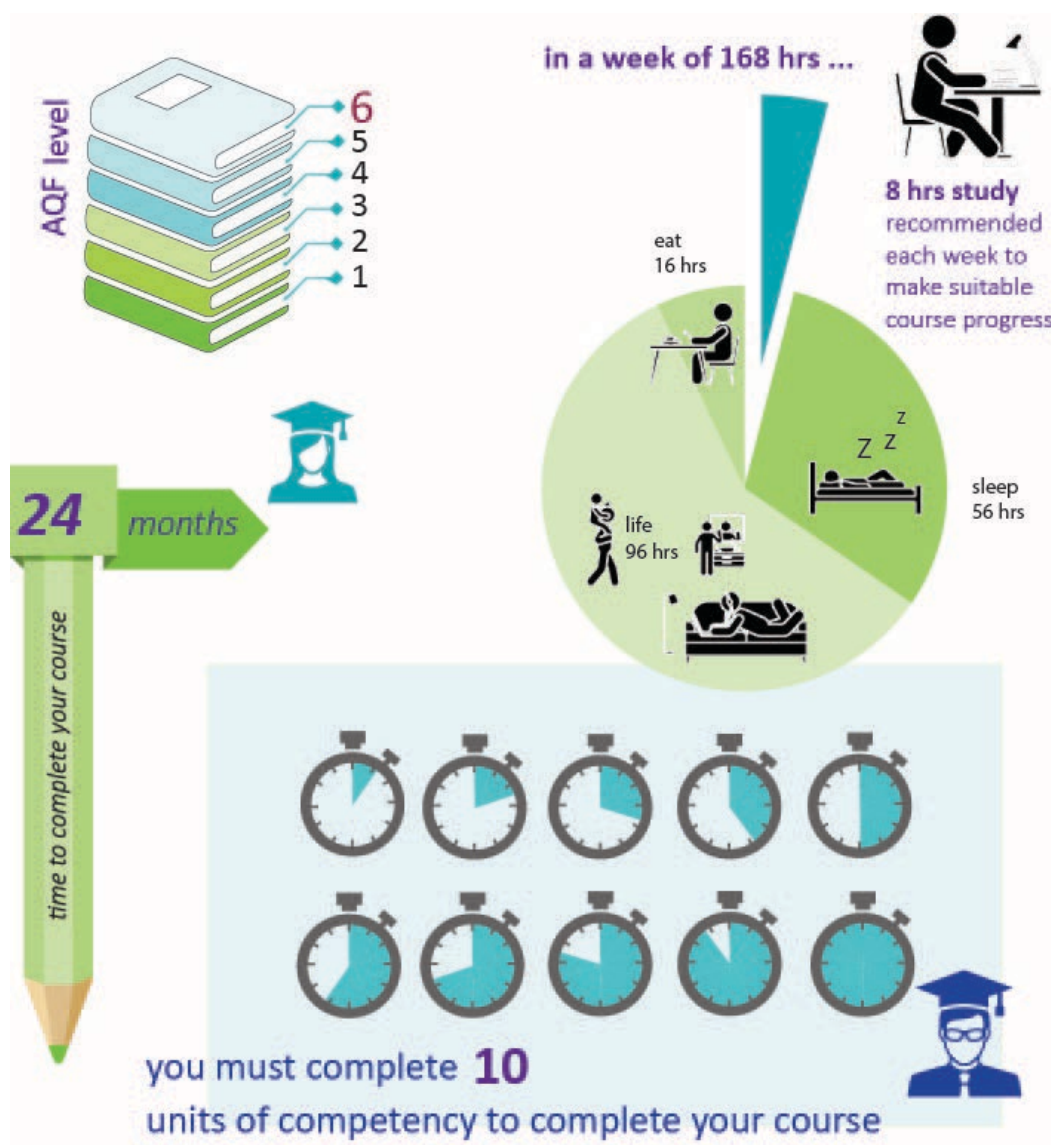
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Overview

Welcome

Welcome to the BSB60420 Advanced Diploma of Leadership and Management. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England. This nationally recognised qualification is aimed at people in senior management positions with responsibility for strategic leadership across the business or in specialist areas.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000
Email: business@unep.edu.au
Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education
Telephone: 02 6773 0000
Email: meg.michell@unep.edu.au

BSB60420 Advanced Diploma of Leadership and Management

Aim of the program

This qualification aims to equip participants with the skills and knowledge to manage the strategic direction of an organisation through strong leadership, financial management and business management skills.

Learning outcomes

On completion of the program you should be able to:

- demonstrate senior leadership behaviour, and personal and professional competence
- Understand critical thinking in complex problem solving and develop these skills in others
- Lead corporate social responsibility
- establish the strategic direction of the organization, sustain competitive advantage and enhance competitiveness
- develop an environment in which sustainability, continuous improvement, innovation and learning are promoted and rewarded
- determine strategic change requirements and opportunities, and develop, implement and evaluate change management strategies
- develop strategies to ensure services are delivered and maintained to agreed standards
- undertake budgeting, financial forecasting and reporting requirements.

Structure of the program

There are ten (10) units of competency in this qualification, and all must be successfully completed in order to achieve the *BSB60420 Advanced Diploma of Leadership and Management*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

Table 1: Overview or course structure

Units of competency	Unit type
Module 1: BSMAD1	
BSBLDR602 Provide leadership across the organisation	Core
BSBSUS601 Lead corporate social responsibility	Elective Listed (3)
Module 2: BSBAD2	
BSBSTR601 Manage innovation and continuous improvement	Core
BSBFIN501 Manage budgets and financial plans	Elective Other (2)

Units of competency	Unit type
Module 3: BSMAD3	
BSBCRT611 Apply critical thinking for complex problem solving	Core
BSBLDR601 Lead and manage organisational change	Core
Module 4: BSMAD4	
BSBOPS601 Develop and implement business plans	Core
BSBSTR602 Develop organisational strategies	Elective Listed (3)
Module 5: BSMAD5	
BSBCRT511 Develop critical thinking in others	Elective Listed (3)
BSBHHRM614 Contribute to strategic workforce planning	Elective Listed (3)

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the BSB60420 Advanced Diploma of Leadership and Management. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document 'Studying with UNE Partnerships'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Census dates

The census date is the last day on which you can withdraw from the course or part of the course without having to pay tuition fees for the course or part of the course.

If you withdraw before the census day for a course or part of a course, you will not incur a VET Student Loan debt for the course or part of the course and will receive a refund for any tuition fees already paid for the course or part of the course.

You will be asked to confirm your ongoing commitment to study by completing a student progression and engagement notice in February, June and October of each year.

Accreditation and recognition

The *BSB60420 Advanced Diploma of Leadership and Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 6 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB60420 Advanced Diploma of Leadership and Management* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 12 credit points (2 units) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the *BSB60420 Advanced Diploma of Leadership and Management* is 24 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 8 hours a week a week of self-directed workplace and individual study over the 24-month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 24 months from enrolment to complete the *BSB60420 Advanced Diploma of Leadership and Management*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.